

Wisconsin GenEDITS Plus User Instructions

1. To install GenEDITS Plus Wisconsin, log on to your Web Plus account and download the program called setup_geplus_WI_V14_for_Vendors_Facilities.exe. (If you do not see the program, or don't have a Web Plus account, call Laura Stephenson at (608) 266-8926.) Once you have downloaded the program, follow the prompts in the install wizard. The wizard will provide a default location for the program. If it is not **C:\RegPlus\GenEDITSplusWI**, then change the location to match before proceeding with installation. You can also choose to have a desktop icon created. (The program may launch automatically after installation. If not using it right away, you can exit out of it.)
2. Once GenEDITS Plus is installed on your PC, there are two ways to open the program:
 - a. Click on the G+ icon on your desktop, or, if you don't have the icon,
 - b. Go to **Start, All Programs**, click on **GenEDITS Plus_Wisconsin** then again on the indented **GenEDITS Plus_Wisconsin**.
3. The main screen will open. This screen lists the current WI metafile name (WI_v14_forVendors.rmfb), record layout (NAACCR DATA EXCHANGE VS 14) and the name of the WI-specific edit set (WIV140forVendors).

GenEDITS Plus (1.2.8) Wisconsin Cancer Reporting System

File Help

Select File and Run | Report Configuration | Display

Metafile Name
WI_v14_forVendors.rmfb

Record Layout
NAACCR DATA EXCHANGE VS 14

Edit Sets
WIV140forVendors

Datafile Name
[Empty]

Record Type [] NAACCR Version [] File Date []

File Size [] Record Count [] Record Length []

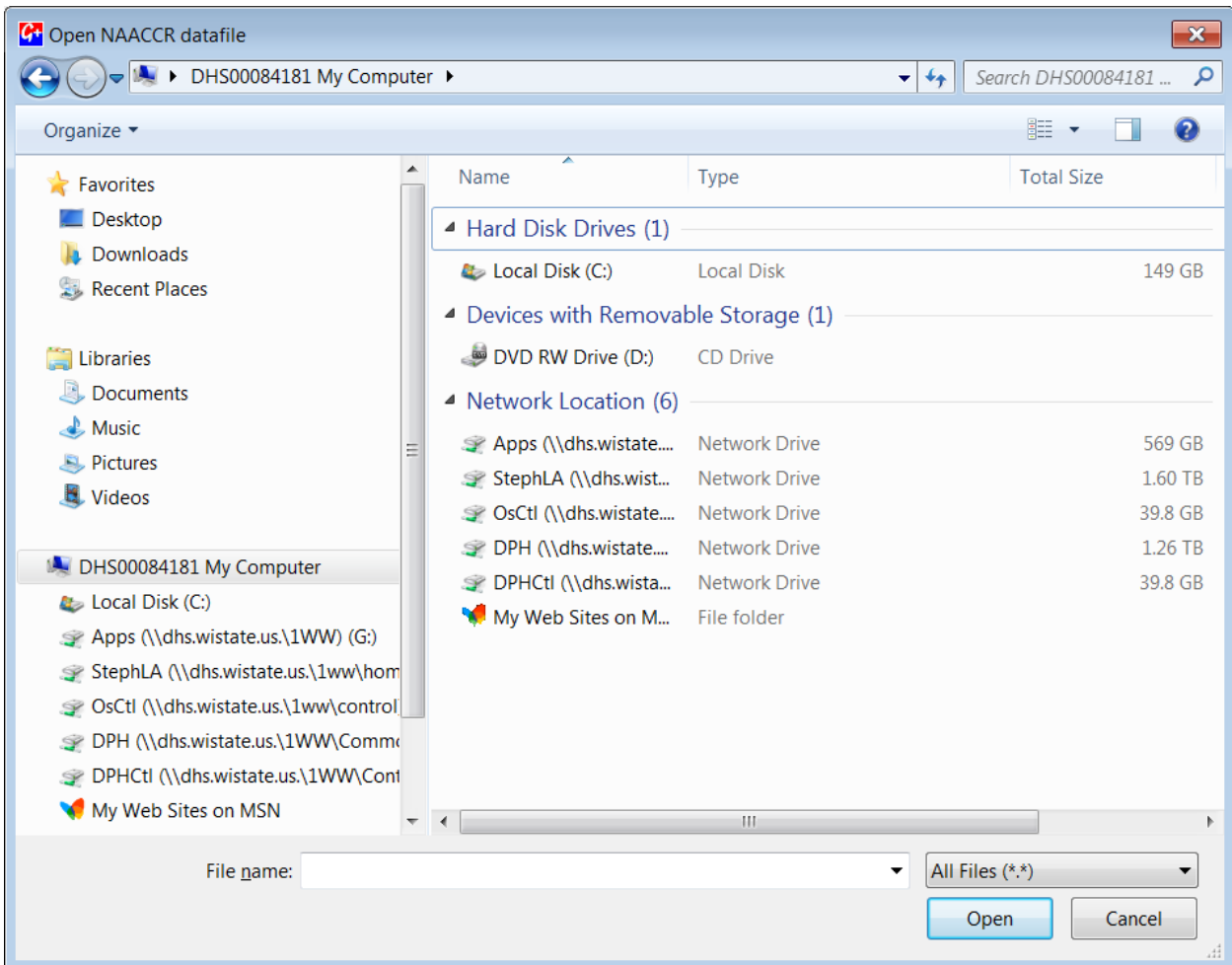
Run EDITS

Records Processed [] Records with Exceptions [] Exceptions Reported []

NATIONAL PROGRAM OF CANCER REGISTRIES
GenEDITS Plus

Exit

4. To run the edits on your file, click on the **Browse** button to locate the file you want to run.
5. Your browser window will look similar to the screenshot below. Navigate to the directory where you store the file that you wish to run through GenEDITS. (Check your vendor software instructions for the location of export files.)



6. When you locate the file, double-click on the file name or highlight the file and then click **Open**.

- The file location and name will appear under **Datafile Name**, and the fields **Record Type**, **NAACCR Version**, **File Date**, **File Size**, **Record Count** and **Record Length** will populate.

Please note: This edit program does not work on Record Type 'M' cases. It only works on Record Type 'A.' If you have type 'M' cases mixed in the file, please remove them before running this program or your error count will be elevated.

GenEDITS Plus (1.2.8) Wisconsin Cancer Reporting System

File Help

Select File and Run | Report Configuration | Display

Metafile Name
WI_v14_forVendors.rmf

Record Layout
NAACCR DATA EXCHANGE VS 14

Edit Sets
WIV140forVendors

Datafile Name
L:\Bhip_Pdas_Cancer\kim-transfers\WebPlusSubmits\[FacilityName].txt

Record Type A NAACCR Version 140 File Date 7/17/2014 9:39:10 AM

File Size 1894558 Record Count 83 Record Length 22826

Run EDITS

Records Processed Records with Exceptions Exceptions Reported

NATIONAL PROGRAM OF CANCER REGISTRIES
GenEDITS Plus

Exit

Select

- Click the **Run Edits** button.

9. The Report Options window will appear.

Report Options

Report File Name
C:\RegPlus\GenEDITSplus\W\reports\[FacilityName]_detailed.rpt

Report Title
GenEDITS Plus Report

Report Subtitle

Exception Records
81

Total Exceptions
87

Create Report

Report Styles (text reports only)

☒ Detailed

☐ Summary

☐ Combined

Formfeed Options (text reports only)

☐ Every Record

☐ Every Edit

☒ Page Filled

Report Formats

Text

Lines Per Page
52

☒ Omit Zero Counts from Summary

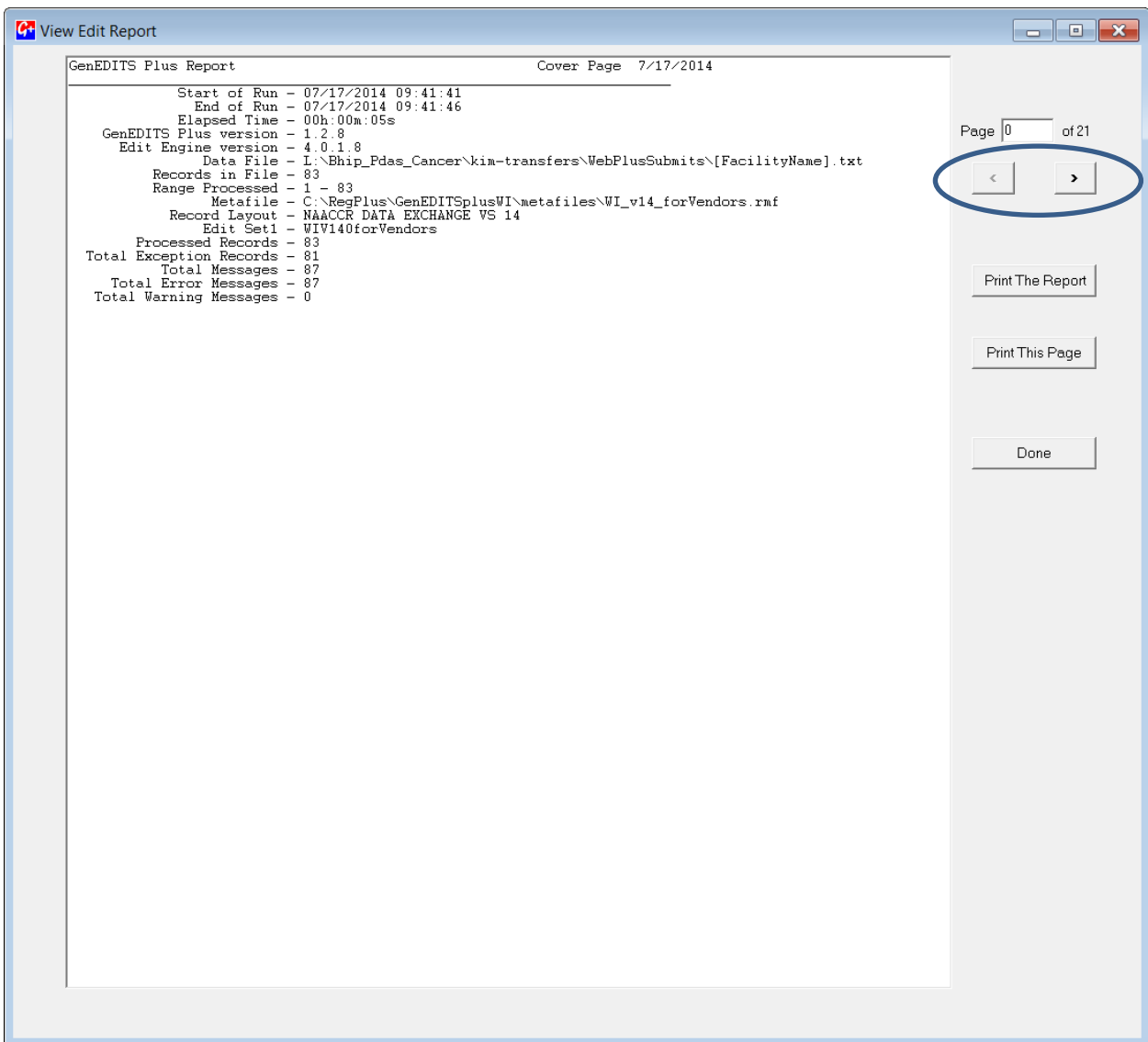
Generate Report

Close

10. You can choose from three report styles: Detailed, Summary or Combined. The Detailed and Combined reports provide the individual record information with the edits. Once you choose a report option, click on **Generate Report**.

(Please leave the Formfeed Options and Report Formats settings as they appear.)

11. The View Edit Report page will appear, starting with the Cover Page.



12. You can scroll through the report by using the page arrows. If you would like to print the entire report, click the **Print The Report** button. You also have the option of printing the current page you have open anywhere in the report (**Print This Page**).

13. The rest of the detailed report lists the specific edits for each case. The default layout alphabetizes cases by last name and lists the following fields:

Last Name

First Name

Date of Birth

Social Security Number

Abstractor initials
 Edit name
 Edit message
 Field(s) involved in the edit

The fields involved in the edit also provide the NAACCR layout column starting position in parentheses.

14. You have the option to change the report layout and sort order by clicking on the **Report Configuration** tab on the main screen. Do this before clicking on **Run EDITS** if you don't want to use the default report layout.

GenEDITS Plus (1.2.8) Wisconsin Cancer Reporting System

File Help

Select File and Run **Report Configuration** Display

Fields Available for Record Identification in Error

- Accession Number-Hosp
- Addr at DX-City
- Addr at DX-Country
- Addr at DX-No & Street
- Addr at DX-Postal Code
- Addr at DX-State
- Addr at DX-Supplementl
- Addr Current-City
- Addr Current-Country
- Addr Current-No & Street
- Addr Current-Postal Code
- Addr Current-State
- Addr Current-Supplementl
- Age at Diagnosis
- Ambiguous Terminology DX
- Archive FIN
- Autopsy
- Behavior (73-91) ICD-O-1
- Behavior (92-00) ICD-O-2
- Behavior Code ICD-O-3
- Birthplace
- Birthplace-Country
- Birthplace-State
- Cancer Status
- Casefinding Source
- Cause of Death
- Census Block Group 2000
- Census Block Group 2010
- Census Block Grp 1970-90
- Census Cod Sys 1970/80/90
- Census Ind Code 1970-2000
- Census Ind Code 2010
- Census Occ Code 1970-2000
- Census Occ Code 2010

Fields Selected for Record Identification in Error Reports

- Name-Last
- Name-First
- Date of Birth
- Social Security Number
- Abstracted By

Fields Selected for Sorting the Output

- Name-Last

Report File Name

C:\RegPlus\GenEDITSplus\W\reports\[FacilityName]_detailed.rpt

Report Title

GenEDITS Plus Report

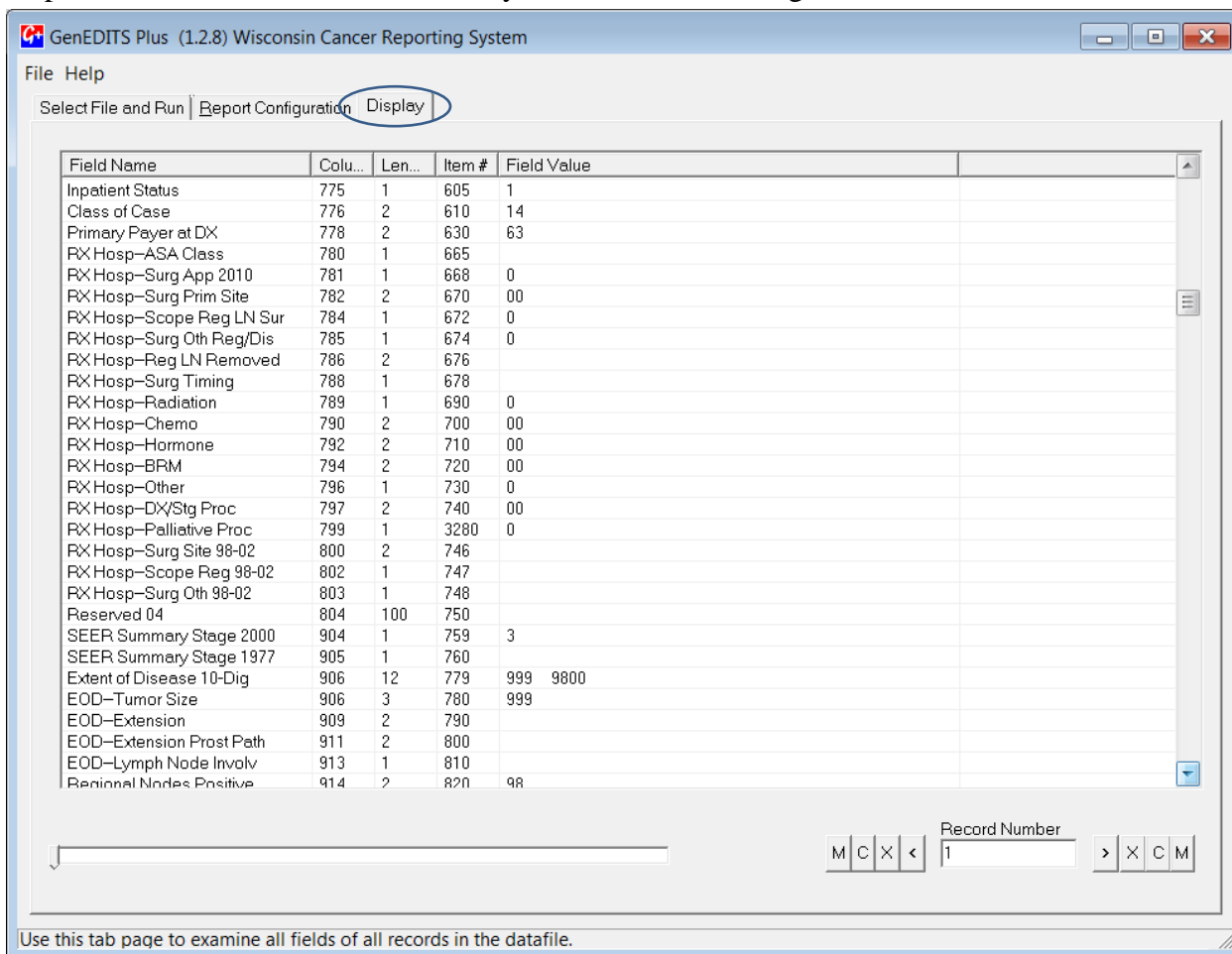
Report Subtitle

Use this tab page to specify headers and other aspects of edit reports.

Use the column on the left to find the data items you want to see in the report. Use the Right arrow to move the fields to the middle column. Use the Up/Down arrows to move the fields to the order you wish to see them on the report. (You can remove fields from the middle column by highlighting the field and clicking the Left arrow.) Then, use the next set of Right/Left and Up/Down arrows to decide how you want your data sorted in the right column.

This Report Configuration screen also allows you to modify the file title and the filename/location where you want the report stored.

15. The Display tab allows you to look at each case in the file without having to open up your original software to find a case. You cannot correct a field in this screen, but it may be helpful to view an entire case to identify what needs correcting.



Use the right scroll bar to move through all the fields in the NAACCR layout. You can use the **Record Number** locator to move quickly to cases anywhere in the file. The X, C, and M buttons will move by 10 cases at a time (X), 100 (C), or 1,000 (M). The arrows will move one case at a time.

16. When finished running the edits and generating/printing your report, click on **Done** to close the View Edits Report window and on **Close** to close the Report Options window.
17. You can choose to edit more files at this time or close out of GenEDITS Plus by clicking on the **Exit** tab on the main screen. (If you made changes to your report configuration, you

will be prompted to save the new configuration before you exit the program.)

18. Correct the edits in your own software program, re-export the file and run through GenEDITS again. Keep doing this until there are no more edits or you have edits that can't be corrected – if so, please make a note in the comments box in Web Plus on the type of edits that couldn't be cleared. WCRS will contact you to discuss them when processing the file.
19. Submit the cases to WCRS using your Web Plus account.
20. Please contact Laura Stephenson at (608) 266-8926 or laura.stephenson@dhs.wi.gov if you have technical questions about running or installing this GenEDITS program.